

Dear Provider:

To qualify for tier I reimbursement, or if you wish to receive reimbursement for meals served to your own children under the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP), you must complete, sign and return the enclosed Meal Benefit Form to us.

Establishing Eligibility as a Tier I Day Care Home:

In order to qualify for the higher tier I reimbursement for meals served to children enrolled in your family day care home, you must:

- be located in an area of economic need as determined by school enrollment or census data;
- or
- establish individual economic need through the Meal Benefit Form.

Our office will determine your eligibility as a tier I day care home based on information you provide on the Meal Benefit Form. To be eligible for tier I reimbursement under individual economic need you must:

- submit a completed and signed Meal Benefit Form;
- make sure you report all household income, not just your family day care home business income;
- provide sufficient documentation of your income to determine your eligibility based on individual economic need; and
- check the box in section #5 indicating that you are a family day care home provider applying for tier I benefits.

We are required by law to verify the income information on your Meal Benefit Form.

Please include income documentation with your completed Meal Benefit Form. If you operated a family day care home business last year, please attach a copy of your most recent tax return including Schedule C. Income documentation may include:

- payment statements from salaried work for all members of your household, including your spouse;
- a copy of your most recent tax return forms showing your accurate income;
- statements from other forms of income for all household members; or
- proof of your gross household income for last month along with an income and expenses statement for that month.

Establishing Eligibility for Reimbursement for Meals Served to Your Own Children:

If you wish to receive reimbursement for meals served to your own children, you must complete and sign the Meal Benefit Form. Even if you live in an area identified as one of economic need, you are required by CACFP regulations to complete the form if you wish to claim meals served to your own children. Our office may verify the income information you submit, but we are not required to do so in this circumstance. In this circumstance, do not submit income documentation unless we specifically ask you to do so.